

REVISED



STATE OF CALIFORNIA

CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.

CLASSIFICATION: Associate Governmental Program Analyst (P/FT) **DATE:** August 10, 2000
Salary Range: \$3,764 - \$4,576

LOCATION: Division of Economic Research and Strategic Initiatives
 Regulation Review Unit

FILING DEADLINE: August 11, 2000 or until filled

JOB DUTIES: The Associate Governmental Program Analyst (AGPA) will work in the Regulation Review Unit (RRU), within the Division of Economic Research and Strategic Initiatives, of the Trade and Commerce Agency. RRU reviews the economic and business impact assessments prepared by other State agencies for their proposed regulations. The AGPA will perform the following duties to support the regulation review mission of the program.

- Evaluate the findings and determinations of any State agency that proposes to adopt regulations, including economic and cost impacts, reporting requirements, and alternatives analyses.
- Conduct the following review tasks: read and analyze regulation proposals and agency supporting materials; evaluate the impact assessments and STD. 399 (rev. 2-98) forms prepared by agencies; examine any other information related to a regulatory proposal; and determine which proposals require comment from the Trade and Commerce Agency.
- Prepare written review comments for submittal into the record of a regulatory agency. Prepare RRU file notes, correspondence, and other documentation on individual regulations and regulatory issues.
- Maintain contact with businesses and other groups outside of State government to incorporate their comments and concerns into the regulation review process. Conduct outreach efforts to identify and inform groups potentially affected by proposed regulations. Review comments and information provided by other parties. Attend regulation-related hearings, meetings, and events.

DESIRABLE QUALIFICATIONS:

- Excellent writing and speaking skills;
- Ability to review complex documents;
- A general understanding of the State regulatory process;
- Knowledge of economic and business principles and concepts; and
- Ability to analyze and interpret information.

SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

Contact: Linda Lighten
 E-Mail: llighten@commerce.ca.gov

Phone: (916) 322-3539
 Fax: (916) 322-0669

PLEASE SUBMIT YOUR APPLICATION TO:
 California Trade and Commerce Agency
 Division of Economic Research and Strategic Initiatives
 Regulation Review Unit
 801 K Street, Suite 1700
 Sacramento, CA 95814
 Attention: Linda Lighten
RPA #00-193